


BUDGET FORM

Please itemize the costs of your initiative in the spaces below. For instance, if you are paying consultants or others with grant funds, describe who they are, and show how the cost is to be split between the grant and the applicant. You may match a grant with cash or the value of in-kind (non-cash) contributions to your project. Compute in-kind contributions by estimating what it *would* cost you or your organization if you had to purchase the material or services being donated. **The total values in columns D and E must be equal or greater to the amount you request (column C).**

If your project's expenses fall into categories not shown below, please detail them under "other." If you have questions, Kathy Ann Shaw, senior development associate at 207/287-2750, 877/887-3878 –  TTY/NexTalk User ID: kathy.shaw or kathy.shaw@maine.gov.

A. Category	B. Budget Item	C. This Grant	D. Source of Match: Applicant's cash	E. Source of Match: Applicant's in-kind	F. TOTAL
1. Salaries & Fees	Administration, consultants, etc.				
2. Space	Office & Meeting Space				
3. Communications	Postage				
	Phone				
	Printing				
	Duplication				
4. Travel	Mileage, Tolls, Etc.				
5. Other					
TOTAL					

What portion of this total is paid directly to artists _____

Please estimate the number to be served by this project: Categories that are not relevant to your project may be left blank. TOTAL individuals must be a numerical number.

Artists ____ Teachers ____ Students/Youth ____ TOTAL number of individuals ____

HOW TO COMPLETE THE BUDGET FORM

On a separate page, please provide descriptions of the items in the budget as well as any additional details, especially information on sources and amounts of other anticipated income, anticipated revenues from ticket sales, etc.

COST-SHARING

Total costs for any project must be shared between the amount of the grant and the applicant. Applicants can meet this requirement in one of three ways: 1) by applying *cash* to the project, including gifts, grants, salaries, fees, etc; 2) by estimating *in-kind* (non-cash) contributions to the project; or 3) by combining *cash* and *in-kind* values in their cost share. The total amount of cost share should at least equal the amount of the grant being applied for.

SALARIES & FEES

This can include the leader, coordinator, artists or other individuals overseeing the project. Please figure percentage of time devoted to project and reasonable hourly, daily, or flat rate. We normally cannot pay for general operating expenses such as salaries for your organization's staff, although in many small projects, these services are used as either cash or in-kind cost share. Consultants can include scholars, writers, folklorists, performers, researchers or any other specialists needed to pursue the project. Compensation can be figured on an hourly basis or a flat fee.

SPACE

Applicants normally include the value of office and meeting space as part of their in-kind contribution. (example, office space used for project 25% of time for six months at a rental rate of \$100/month = \$150.00).

EQUIPMENT USE & MATERIALS

Materials are things that will be *used up* in the course of the project, like computer disks, paper, paper clips, tape, etc. Equipment use is the cost of using equipment that may need to be rented for the project.

COMMUNICATIONS & PUBLICITY

In each area describe as precisely as possible. Compute estimated cost of telephone calls for your project, postage and printing by estimate based on size of audience.

TRAVEL

Necessary travel expenses for key participants can include economy air and ground transportation and incidentals such as parking and tolls (figure auto mileage at **40¢ mile**). You may also include a portion of the cost of lodging for key project personnel who must travel as part of the project. We cannot reimburse the cost of liquor or entertainment.